

MEETING 09/05/2013

ANNEX NUMBER: 3

ASSESSMENT CATEGORY - London's Environment

Hornbeam Centre

Ref: 11599

Amount requested: £96,000

Adv: Joan Millbank

Base: Waltham Forest

Amount recommended: £60,000

Benefit: W/Forest,

Redbridge, Newham,

Hackney

Purpose of grant request: Low Cost Living Initiative to engage and educate communities, develop skills in reducing environmental impact, saving money, and creating self-sustaining, healthier households.

Background

The Hornbeam Centre was set up in 1991. It describes itself as a community hub for sustainable living. It undertakes environmental education projects, for example short courses in healthy eating courses and seasonal food, workshops in draught proofing, furniture refurbishment and water saving measures. Hornbeam works in partnership with other local not-for-profit organisations concerned with sustainable living including Forest Recycling Project, Organiclea food growing cooperative and HEET energy efficiency project. The organisations collaborate on the delivery of projects and cross-refer interested individuals. Hornbeam's building houses its community café, and provides offices and meeting space for its partners and other community groups. It offers environmental volunteering placements, including a project for people recovering from or having mental ill health.

Funding History

In 2001 you awarded a two year grant of £30,000 towards the salary costs of a Hornbeam co-ordinator, together with training and small equipment costs. The monitoring reports were satisfactory.

Current Application

Hornbeam wants to use its environmental expertise to widen its reach into low income and unemployed households, and Black and Minority Ethnic (BAME) groups. Waltham Forest is known to be a deprived borough, with high levels of poverty and unemployment. Hornbeam and its partners have contacted local community groups including Age Concern, tenants associations and BAME organisations, who have told them that rising living costs and declining incomes are putting intolerable pressure on their communities. The Low Impact Living project has been designed to help these households access affordable local food, reduce their waste, improve their access to sustainable transport and increase efficiency in their energy consumption. By doing so, households will reduce their environmental impact in terms of reducing food miles, waste,

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water and energy while saving household money, developing healthier life styles and building their knowledge and skills in sustainable living.

Households will be contacted by working with local community groups, including faith groups. Information and advice will be delivered through practical workshops on draught proofing and basic repairs, peer-to-peer skill sharing, use of an easy to read tool kit and setting up of new groups, for example family walking, cycling groups, cookery classes. Learning and behaviour change will be measured through user feedback, savings on household bills and take up of energy efficiency measures. Up to 600 residents will benefit each year.

A part-time community environment worker (28 hours per week) will be employed to develop the initiative, and to coordinate the contribution of the partner groups in delivering aspects of the project. 'Experts' will be engaged as session staff if required but the emphasis will be on sharing knowledge and skills, and empowering local people to help each other.

Financial Observations

Audited accounts for the year ended 31st March 2012 show income of £73,387 and an end-of-year deficit of £1,241 (-1.7% turnover). As a company, the organisation does not have a formal reserves policy such as a charity is required to maintain, however, the directors confirm that they are currently developing a view on reserves to be held. At 31st March 2012 free unrestricted funds stood at £28,093, which equates to 4.5 months of total expenditure.

In 2012-13 there will be a deficit of approximately £15,000, which represents £14,120 unrestricted funds and £880 restricted funds.

The 2013-14 budget shows estimated income of £139,800 and expenditure of £122,870, leading to an end of year surplus of £1,930. This comprises a surplus on restricted funds of £2,850, partially offset by a deficit on unrestricted activity of £940. The total budgeted income of £139,800 includes grants income totalling £93,950; of which £18,950 has been secured to date with other applications are awaiting decisions. Total budgeted income also includes estimated café income of £36,000 and room hire of £8,350, which should be achievable based on past performance.

Officer's Appraisal

Hornbeam has a long track record in the promotion of and engagement in sustainable living. This project offers a significant opportunity for a greater range of households in East London to take small and simple steps to reduce their carbon footprint while minimising household outgoings and improving their quality of life. A smaller grant than requested is recommended, which is more in keeping with the finances of the organisation. Hornbeam has indicated that this would be acceptable.

Recommendation

£60,000 over three years (£20,000; £20,000, £20,000) towards a 4 day per week community environment worker post and project running costs on condition that match funding is secured.



The City Bridge Trust

Charity Registration Number: 1035628

Working with Londoners: Application for a grant.

Please read the guidance notes before completing this form

Reference:
(office use only)

11599

Date Received:

18/12/2012

Programme Area:

04

1. About your organisation

Name of organisation applying for grant: Hornbeam Centre	
If the organisation is part of a larger organisation, what is its name?	
Address for correspondence: 458 Hoe St Walthamstow London	
Postcode: E17 9AH Is this your home address? No	
Contact person: Mr Paul Gasson	Position: Development Worker
Phone: 07979 767274 / 0208520 0648	Fax:
E-mail: paul@hornbeam.org.uk	
Website: http://www.hornbeam.org.uk/	
Legal status of organisation: Company Limited by Guarantee	
If registered, please give charity number:	
Date organisation established: 01/05/1991	

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07 JAN 2013
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2. Request for funds

Under which of the Trust's themes are you applying (see our website or brochure for further details)? London's Environment
Purpose for which funds are requested: (25 words maximum) Low Cost Living Initiative to engage & educate communities, develop skills in reducing environmental impact, saving money, and creating self sustaining healthier/happier living models.
How much funding is requested? Year 1: £32,800 Year 2: £31,350 Year 3: £31,850 Total: £96,000

3. Aims of your organisation

To engage with residents of Waltham Forest, enabling and empowering them to live more sustainable lifestyles.
 To develop local projects focusing on healthy, affordable, sustainable food, waste reduction and conserving resources.
 To provide an affordable space for local groups to meet, where people can to learn about local events/meetings/groups and find out how they can get involved.

4. Main activities of your organisation

Creating a hub for local sustainable living through:

- Developing a range of initiatives focusing on local food, including a vegan café selling locally-grown and ethically-sourced food (open 4 days a week), a Saturday organic market stall, an organic box scheme, a fruit-picking project, and regular workshops and events.
- Raising public awareness of climate change and biodiversity issues via stalls at many borough events, and giving talks.
- Initiating and supporting Transition Walthamstow & Transition Leytonstone, and supporting other environmental groups such as Waltham Forest LETS.
- Supporting local arts and crafts by hosting events such as a weekly knitting group, E17 Art Trail exhibitions, running monthly Open Mic evenings for local musicians and hosting one off music events such as Jazz nights.
- Hire of meeting space to local groups and other organisations such as OrganicLea, Kid's Kitchen, many of which use this as their regular venue.
- Production of the annual Waltham Forest Green Celebrations events guide and organisation of Energy Fairs at different locations in the borough.
- Recruiting & placing volunteers into local environmental organisations.

5. Number of staff

Full-time	Part-time	Management committee members	Active volunteers
0	4	5	10

6. How do you support your volunteers?

Induction, training, on the job support, objective setting & structured work reviews. Travel and meal expenses. It is planned to benchmark Hornbeam's current capability against the Investors In Volunteers standard by Mar 2013.

7. Property occupied by your organisation

Is the main property owned or leased/rented by your organisation?	If leased/rented, how long is the outstanding lease/rental agreement?
Leased	25 yr lease renewal due 02/13

8. Finance

From your most recent audited or independently examined accounts, complete the following:

Financial year ended - Month: **31st March** Year: **2012**

Income received from:	£
Voluntary income	21
Activities for generating funds	73,362
Investment income	4
Income from charitable activities	0
Other sources	0
Total Income	73,387

Expenditure:	£
Charitable activities	74,128
Governance costs	500
Cost of generating funds	0
Other	0
Total Expenditure	74,628
(Deficit)/surplus for the year:	(1,241)

Asset position at year end	£
Fixed assets	165
Investments	100
Net current assets	28,093
Long-term liabilities	(1450)
*Total A	26,908

Reserves at year end	£
Endowment funds	26,908
Restricted funds	0
Unrestricted funds	0
*Total B	26,908

* Total A and Total B must be the same and should be taken from your balance sheet

9. Statutory funding

For the financial year above, what % of your income was from statutory sources? -
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10. Material changes

Describe any material changes to the organisation's activities, structure or financial position since the date of the most recent accounts: -
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11. Previous applications to the Trust

Have you applied to the Trust before? If so, please give details:

Month/Year:	2001	Ref:	968	Grant received:	£30,000	OR application rejected?	No
Month/Year:		Ref:		Grant received:		OR application rejected?	
Month/Year:		Ref:		Grant received:		OR application rejected?	

12. Previous funding received

Funding received by your organisation from the following sources during the last **THREE** years:
(i) City of London (other than the City Bridge Trust) **(ii)** London boroughs **(iii)** London Councils (formerly ALG)
(iv) Health authorities **(v)** Central government departments **(vi)** Other statutory bodies (e.g. Housing Corporation, Arts Council) - List source, years and annual amounts:

	Year: 2009	Year: 2010	Year: 2011
(i)			
(ii) LB Waltham Forest	10,250	18,875	34,250
(iii)			
(iv)			
(v)			
(vi)			

13. Previous grants received

Grants received by your organisation from charitable trusts and foundations (other than the City Bridge Trust) during the last **TWO** years. List source, years and annual amounts:

	Year: 2010	Year: 2011
Walthamstow School for Girls		
Larkwood Primary School	998	
Batty Trust	3,253	
Breathing Places (Lottery)		7,892
Making local food work (Lottery)		3,922
		22,000

14. What steps is your organisation taking to reduce its carbon footprint?

Use of local organic seasonal food by the café.
 Use and sale of environmentally friendly cleaning materials.
 Discourage the use of takeaway containers by café customers, and biodegradable containers are exclusively used.
 Minimal use of products in plastic containers, no products sold in new plastic containers.
 All computers, furniture, and most other equipment, is second hand.
 Zero waste reduction policy - 95% of the building's waste is either recycled or composted; see the North London Waste Authority video about the Hornbeam Centre recycling & reuse practices, which was produced in April 2012.
 Hornbeam is a founder member of GREEN, an IPS established in Dec 2011 to address environmental and social justice issues in East London, and has installed 2 photovoltaic arrays funded via community shares.

15. Purpose

Complete this section whatever the amount of grant requested. **In addition**, if the request is for £25,000 or more in total, a fuller proposal should be sent with this form. Also, if your application is for all or part of new or existing post(s), please enclose a copy of the relevant job description(s) including the salary level.

In order to provide the right information, please refer to guidance note 15 before completing this section.

The Hornbeam Low Cost Living project aims to: reduce the impact of Waltham Forest's community on the environment, reduce household expenditure, engage communities in environmental activities and improve health and wellbeing through environmental education. The Hornbeam Centre is a sustainable environmental project hub in Waltham Forest. Its key partners are OrganicLea, Forest Recycling Project, Home Energy Efficiency Training and Transition Walthamstow. These organisations form a unique alliance that offers fantastic potential for this project to develop as a replicable model of grassroots engagement in sustainable living. Decades of eco-pioneering work is now so strongly embedded that by broadening the scope and depth of our community outreach work the project will carry the message to the people most in need. Waltham Forest's diverse communities can be brought closer together by the common need to increase the availability of low cost local food, minimise waste, and increase energy efficiency & sustainable transport use.

The growing need for the project became evident from actively working with local people to identify individual concerns but is also very clear when examining key indicators used by statutory agencies: Waltham Forest ranks 15th most deprived among the 326 English local authorities (down from 26th in 2007). It is 6th most deprived London borough; over 16,000 private homes need insulation; 15.6% of owner occupiers are fuel poor; over 35% of year 6 pupils are overweight/obese; domestic recycling rates have fallen by 2.5% in three years; 50% of Waltham Forest residents are from a minority ethnic background; and one in five households are workless.

Residents of Waltham Forest have told us of their struggles to prioritise environmental issues over day to day living challenges.

This shows us that the Low Cost Living project will help people understand that the pressures of everyday life can be mitigated by taking small, simple, steps to live in a low impact, sustainable manner. The project will demonstrate easy ways to reduce living costs and improve living standards at the same time. Outcome 1 - reduced CO2 emissions achieved through: engagement with 90 community groups; 1800 people attending outreach events/roadshows; 900 people attending 90 workshops/skillshares. Outcome 2 - reduced domestic costs in food, transport, utility bills, and consumer goods achieved through: 50% of workshops & skillshares focused on low-income families; case studies of 20 families each saving £500 in costs. Outcome 3 -- increased diverse communities participation in environmental activities achieved through: 60 diverse community organisations involved; 450 people involved from hard to reach groups; 150 placed in environmental volunteering roles. Outcome 4 - improved wellbeing & healthy living achieved through: 150 volunteers engaged in physical activity; 120 households taken out of fuel poverty; 18 healthy eating workshops/skillshares. The Hornbeam has a proven model of engagement, "the reskilling model" and alongside this model the key to project delivery will be the appointment of a Community Environmental Worker to draw together the expertise of the partnership and broker opportunities with other community organisations for further collaboration. Hornbeam has developed a programme promoting volunteering via lottery and council funding, and the existing volunteer network will be bolstered to provide the Community Environmental Worker with the person-power to deliver the project's objectives. The monitoring and evaluation of this project will be built into the delivery plan, including equality and diversity data for all contacts.

The Hornbeam has a great track record over 20 years of involving local people in its management and operation, welcomes people of all backgrounds and values diversity. and has a policy of inclusion and respect for all; it will not tolerate discrimination or exclusion of people.

16. Explain how you will monitor and evaluate both your own outcomes and those of the programme under which you are applying.

The project aims listed above provide a monitoring framework. Age & ethnicity information will be maintained, and a photographic record will demonstrate different project elements and beneficiary range. Follow up surveys 6 months after workshop participation will inform an assessment of changes resulting, and support continual improvement in programme delivery.

Beneficiary feedback will be encouraged through structured surveys and informally via suggestions and comments. Beneficiary sampling will use calculators and other tools for measuring improvements in carbon emissions, domestic expenditure, and health. This will not yield a complete picture of environmental activity change, but offers a flavour of those within our capacity to measure. The project is designed to provide pathways encouraging progression from outreach activities to workshops, followed by involvement in clubs and support networks. A key indicator of success will therefore be the extent to which people follow progression pathways and move from no engagement to active participation.

17. Beneficiaries

How many people will benefit from the grant per year?

600

In which local authority is your organisation based?

Waltham Forest

Which borough(s) of Greater London will benefit from this grant?
(if more than one, please give % for each)

85% Waltham Forest, 5% Redbridge, 5% Newham, 5% Hackney

At what address will the activity be located?

458 Hoe St, Walthamstow, E17 9AH

What age group will benefit? **All**

What will the ethnic grouping(s) of the beneficiaries be?

	%		%
White - British	54	Black - Caribbean	8
White - Irish	2	Black - African	7
White - Other (please describe)		Black - Other (please describe)	
Eastern European	8	Mixed African/Caribbean	2
Asian - Indian	4	Black - British	0
Asian - Pakistani	8	Chinese	1
Asian - Bangladeshi	1		
Asian - Other (please describe)		Other (please describe)	
West & SE Asia	1		
			1
Open to everyone			100

What proportion of the beneficiaries will be disabled people?

10%

18. Funding required for the project

What is the total cost of the proposed activity/project?
(List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Community Environmental Worker	18,000	18,300	18,700	55,000
Recruitment	750	0	0	750
Line management & staff support	1,500	1,500	1,500	4,500
Event promotion, web/programme design & print	1,100	700	700	2,500
Outreach events/Roadshows	3,000	3,000	3,000	9,000
Workshops (10) & Skillshares (20)	4,000	3,700	3,700	11,400
Follow up support (via clinic, support groups)	1,000	1,000	1,000	3,000
Office equipment & consumables, volunteer expenses	1,650	1,250	1,250	4,150
Rent & utilities	1,800	1,900	2,000	5,700
Volunteering placement	11,300	11,000	11,000	33,300
Healthy eating	10,000	10,000	10,000	30,000
TOTAL	54,100	52,350	52,850	159,300

What income has already been raised? (List amounts and main sources)

Source	Year 1 £	Year 2 £	Year 3 £	Total £
Volunteering placement	11,300	0	0	11,300
TOTAL	11,300			11,300

What other funders are currently considering the proposal?

Funder	£
Awards for All - Healthy eating	10,600
TOTAL	10,600

19. Funding requested from the Trust

How much is requested from the Trust? (List main expenditure headings and amounts)

Expenditure heading	Year 1 £	Year 2 £	Year 3 £	Total £
Community Environmental Worker	18,000	18,300	18,700	55,000
Recruitment	750	0	0	750
Line management & staff support	1,500	1,500	1,500	4,500
Event promotion, web/programme design & print	1,100	700	700	2,500
Outreach events/Roadshows	3,000	3,000	3,000	9,000
Workshops (10) & Skillshares (20)	4,000	3,700	3,700	11,400
Follow up support (via clinic, support groups)	1,000	1,000	1,000	3,000
Office equipment & consumables, volunteer expenses	1,650	1,250	1,250	4,150
Rent & utilities	1,800	1,900	2,000	5,700
TOTAL	32,800	31,350	31,850	96,000

20. Funding requested from the Trust (continued)

When will the funding be required? <p style="text-align: center;">05/03/2013</p>
Is the activity to continue beyond the period for which funding is requested? If so, how will it be resourced? It is anticipated this work will identify areas of local need as part of the community engagement process which will in turn develop into a business case for ongoing activity potentially in the form of a social enterprise. Long term sustainability of the project is part of the Project Plan from the outset.
If any planning or other statutory consents are required for the project to proceed, what stage have the applications reached? Not applicable

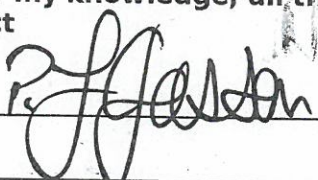
Declaration on behalf of applicant organisation

I, PAUL GASSON (your name)

am an authorised representative of
HORNBEAM CENTRE (your organisation)

within which I am DEVELOPMENT WORKER (your position)

To the best of my knowledge, all the information that I have provided in this application form is correct

Signature  Date 4.1.2012

Return the completed form to: The City Bridge Trust
 City of London
 PO Box 270
 Guildhall
 London EC2P 2EJ

Please
do not send this application by fax or e-mail - unless applying online, applications must be posted to the Trust
do send the information in the checklist - if items are missing, your application will be returned to you
do send only the information in the checklist - if further information is required, we will contact you
do ensure you have signed and dated this form - we cannot accept forms which have not been signed and dated
do use the correct postage - the completed form and additional materials are likely to exceed 100g in weight